

Checklist for Bringing Natural Gas Service to Your Lot, House, Business or Development

This checklist identifies the steps required to bring natural gas service to your location. If you have any questions or need assistance please call the Energy Services Department during business hours at (509) 962-7124

New Residential Service

- Call the Energy Services Department to determine if natural gas is available at your location
- An Energy Services representative will contact you to confirm project details such as service length, meter location, connected BTU load, cost estimate, etc.
- Complete and return the **Main – Service Application** (available online in the Document Center or at City Hall)
 - New construction is required to provide the service line trench and backfill on private property
 - Existing homes have the option of reducing costs by providing the service line trench and backfill.
- Review the **Gas Meter Location Requirements** document (available online in the Document Center or at City Hall) to identify an approved location for the meter.
- Energy Services crews will install the service line to the house and a meter bar for the mechanical contractor to connect the gas piping to
- A Mechanical Permit is required for gas equipment installation from the entity having jurisdiction (City of Ellensburg or Kittitas County). A Contractor Gas Meter Checklist document (available online in the Document Center or at City Hall) will help clarify and expedite the meter set connection process.
 - The mechanical installation must be inspected, approved **and** the yellow tag with the inspectors sign off left attached to the gas line at the meter bar
 - Call Energy Services to schedule the meter set and fire-off of your appliances. The installer or homeowner must be present at startup.

New Commercial Service

The same steps are required for establishing commercial service as residential service with the following exceptions:

- All Commercial services require review to determine:
 - Connected load and requested delivery pressure
 - Service length and required line size
 - Meter sizing
 - Cost of service and service credits
 - Service costs are paid in full prior to connection

- All Commercial services are required to provide the service line trench and backfill on private property

Developments

Contact the Energy Services Department at (509) 962-7124 to determine if your development is close to any of the City of Ellensburg's Gas Distribution System. The gas distribution system is continually being expanded and is not confined to the city limits or the Urban Growth Area surrounding the city.

A **Gas Developers Pack** is available online in the Document Center or at City Hall. It provides information the City will require in order to design the mains and services to serve your development.

The City of Ellensburg will perform an Economic Assessment for the viability of bringing gas to your development and notify you of:

- Any Charges
- Any right-of-way or easement requirements
- Any additional permit requirements

The City of Ellensburg will provide the following:

- All pipe and materials installed within the plat or project.
- All labor associated with the installation of pipe and fittings.

The developer will be required to pay for and provide the following:

- Acquire all necessary easements to allow mains and services to be installed, prior to commencement of the project, or by a mutually acceptable date
- All trenching, sand bedding and backfilling required for the gas facilities within the plat. Maintenance sand will not be accepted as bedding material.
- A Gas Main Extension application will be required from the owner/developer prior to installation. Any additional developer costs need to be agreed and noted on the final plat drawing.

Individual services in the plat will need to complete a **Main – Service Line Application** (available online in the Document Center or at City Hall) prior to installing the service line.

Energy Services staff will be available to meet with developers at any stage in the process and will accommodate meeting times set with other utilities.